

Career and Technical Education (CTE) Approved Program Application FAQs

Thank you for your interest in becoming an approved Career and Technical Education program for 2019-20! Below you'll find both guidance and direction in completing the annual CTE program application.

If you have questions or experience technical issues, please contact the Division of Career & Technical Education at 605.773.3423.

Why should we consider submitting an application for approved CTE programs in SY19-20?

In addition to offering students coursework that allows them to seek meaningful and robust Personal Learning Plans (PLPs), establishing approved Career & Technical Education (CTE) programs offers several benefits:

1. Students can use the courses to meet both the SD Graduation Requirements and the SD Opportunities Scholarship Requirements.
2. Approved CTE programs that seek to continually improve and support the aims of Career and Technical Education/Perkins are eligible for:
 - a. Perkins funds
 - b. State and Federal grants, when available
 - c. Student organization membership (DECA, FBLA, FCCLA, FEA, FFA, HOSA, SkillsUSA)
 - d. Technical support and professional development

Where do we find the application?

This year's program applications will be submitted via SurveyMonkey. The link will be emailed to the Perkins Point of Contact from each school district.

Who is the Perkins Point of Contact for my school?

You can find the Perkins Point of Contact for your school by pulling up the school directory on the DOE website: <https://doe.sd.gov/ofm/edudir.aspx>

- At the top of the page, click on *Public School Districts, Non-Public School Systems, Tribal/BIE Schools, OR State Special Schools*.
- Click on your school name to bring up the list of contacts, scroll down to Perkins Data Contact.

Why did the process change?

With the passage of Perkins V, we are required to write a new state plan. We are using the program application process to gather data to help us formulate that plan. We will also use the submitted information to help us determine where to focus our efforts when providing technical assistance. Your input will be extremely valuable!

Who should fill out the application for each cluster?

We recommend you schedule a meeting with your entire CTE team at your school to complete the application together. If one person completes all applications, they need to gather required information from each CTE teacher beforehand – see “What information do we need to complete our application” section below.

Can each teacher fill out a separate application for their cluster?

Yes. However, you will be duplicating some information as you will each need to enter the foundational and capstone courses. If you complete it together, you will only have to enter this information once.

What information do we need to complete our application?

- Foundational CTE courses your school will offer during the 2019-20 SY and instructors/email addresses
- Capstone CTE courses your school will offer during the 2019-20 SY and instructors/email addresses
- Pathway/Cluster courses your school will offer during the 2019-20 SY and instructors/email addresses for each career cluster
- Relevant Academic courses your school will offer during the 2019-20 SY and instructors/email addresses for each career cluster
- Industry certifications your school will offer during the 2019-2020 SY:
<https://doe.sd.gov/gradrequirements/documents/Industry.pdf>
- Other questions you will be asked:
 - Advisory committee structure
 - Career cluster specific work-based learning opportunities (job shadowing, guest speakers, field trips, etc)
 - Post-secondary programs you collaborate with and how
 - How do you use current and projected statewide and regional labor market data to justify the continued existence of this CTE program?
 - How do you provide career exploration to your students? What is done at the middle school level to expose students to career exploration?
 - How do you recruit students for your program?
 - What professional development opportunity would be most useful to you next year?

What should we consider in developing a CTE program application?

- **Each CTE program** in the district will need to complete an application. If there are multiple teachers and attendance centers offering programming in the same Career Cluster, they can all be added to the same application. If there are multiple CTE teachers on the same program application, the district will need to decide who will be the lead person to sign/submit the application.
- Determine which **CTE courses** should be taught in your program to best prepare students for postsecondary education and their future careers.
 - Does the program include a blend of courses that start at an introductory level and help students advance to deep understanding and high-level concepts (rather than all introductory in nature)?
 - Are the courses leading students to high-skill, high-wage, high-demand careers?
 - Do the courses create a coordinated and non-duplicative progression for students?
 - How can the program integrate virtual and/or dual credit courses to enhance what is physically offered in the district?
 - To analyze the courses and standards for approved CTE programs, visit <http://doe.sd.gov/octe/careerclusters.aspx> and link to the appropriate career cluster.
- What **other courses** are taught in the school that support the CTE program's class offerings? Determine how the CTE program can expand students' course offerings through relevant courses others teach.
 - Examples: Foundational courses (Career Exploration, Foundations of Technology, etc.), academic courses (relevant academics to the standards in the CTE courses) and capstone experiences (Youth Internships, Senior Experience, etc).
 - It is the responsibility of the school or teacher(s) in the approved CTE program to enter Perkins data for any additional courses that are part of the CTE program (academic courses, dual credit courses, virtual courses).

How long will it take to submit a program application?

- Once the required elements listed above are pulled together, completing the CTE program application should take 5-10 minutes per cluster.